

# United States District Court Northern District of Indiana

Robert L. Miller, Jr.  
Chief Judge

204 South Main Street  
South Bend, Indiana  
46601

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To All Attorneys Admitted to Practice  
in the Northern District of Indiana:

The United States District Court in Northern Indiana implemented a new automated case management and electronic case filing system, called CM/ECF, on November 1, 2003. This system allows filings from attorneys and outgoing orders and notices from the court to be transmitted electronically over the Internet. Any attorney admitted to practice in the Northern District of Indiana is eligible to use this system. The court has adopted a User's Manual, available on our website at [www.innd.uscourts.gov](http://www.innd.uscourts.gov), which states in Section II A. 1:

“Unless otherwise permitted by these procedures or otherwise authorized by the assigned judge, all documents submitted for filing in this district in civil and criminal cases, no matter when a case was originally filed, shall be filed electronically using the System or shall be scanned and uploaded to the System.”

Many attorneys have already registered to use CM/ECF, are using the system on a regular basis and have found how efficient and useful electronic filing can be. Some of the benefits of using this system are:

- Filings can be made at any time and from any location with an internet connection, allowing attorneys to file documents 24 hours a day, 7 days a week.
- Electronic filings from attorneys are not only transmitted to the court automatically, but are also simultaneously distributed to all other attorneys in the case who are registered for CM/ECF, which relieves attorneys from mailing paper copies to other parties.
- Orders and notices generated from the court are also distributed instantly to all parties who have registered for CM/ECF, eliminating delays incurred with delivery by U.S. Mail.

Attorneys who are not yet using CM/ECF and are still filing documents on paper may now find themselves at a disadvantage for the following reasons:

- Access to the clerk's office is limited, except for emergencies, to our regular business hours - 9:00 a.m. until 4:00 p.m., Monday through Friday.
- Persons filing documents with a deadline must take into account the time it will take for paper filings to reach the court by U.S. Mail.

- Other parties will receive notice of activity in cases instantly, while non-CM/ECF filers will have to wait for these documents to arrive by U.S. Mail.

Because of the many benefits of using CM/ECF , the judges of this court expect that all attorneys will register for and use the CM/ECF system. In the future, when attorneys appear before a judicial officer in this district, those who are not yet using CM/ECF will be questioned by the judge as to why they are not using the system.

Information about registering for CM/ECF, training opportunities for attorneys and their staff members, and access to our CM/ECF help desk, is available on the court's website or by visiting or calling any of our four clerk's offices.

Sincerely,

Robert L. Miller, Jr., Chief Judge  
United States District Court